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ABSTRACT

This packet contains materials for the Entrepreneurial Internship Program in the Montgomery County Public Schools. An information sheet details what an intern does and learns, the intern's specific responsibilities, time requirements, credit, intern selection, and choice of program's sponsors. The application form and a listing of program objectives follow. A memorandum of understanding lists obligations of these participants: entrepreneurial intern, sponsor, parent or guardian, coordinator, and high school principal or designee. (YLB)

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THE ENTREPRENEURIAL INTERNSHIP PROGRAM

Montgomery County Public Schools

What is an Entrepreneurial Internship?

It's an opportunity for high school sophomores, juniors or seniors to spend a half day for one full semester working as a voluntary assistant to an entrepreneur--an owner or manager of a small business.

What does the intern do?

Assists the sponsor with all the tasks associated with organizing and operating a business, which may include attending conferences, developing marketing strategies and helping to manage bookkeeping and financial reporting. The intern attends a management seminar on Friday afternoon to learn the basics of creating and running ones own business and sharing experiences with other interns.

What does the intern learn?

The intern will develop a more accurate understanding of the nature of an owner operated business. Upon completion of the semester, the student should be able to:

- identify characteristics of a successful entrepreneur
- analyze basic elements of organizational structures
- develop a business plan
- identify possible sources of venture capital and technical assistance
- describe legal structures and government regulations as they apply to private business
- plan and organize promotional campaigns
- have a general familiarity with book and record-keeping
- demonstrate increased skills and abilities to in decision making, problem solving, human relations and management

What are the intern's specific responsibilities?

Each intern is required to:

- maintain regular attendance by spending approximately three hours per day with a community sponsor (usually afternoons)
- keep a daily log analyzing what has been observed/experienced each day. Logs are reviewed weekly by the program coordinator
- attend a management seminar each Friday afternoon. Frequently, interns themselves plan, present, and evaluate these seminars under the direction of the coordinator

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- prepare a summary report at the conclusion of the program

How much time is spent at the intern site?

Students are expected to spend mornings in a regular class schedule. They are released for the last two or three periods of the day to report to their intern site. Normally students will work at the intern site for 3 hours. (Exact internship time will vary with different business organizations.)

What about credit?

Interns receive two credits in "Entrepreneurial Internship" which count as elective credit toward graduation.

How are interns selected?

Students interested in the program should submit an application to the entrepreneurial intern teacher coordinator or their career information assistant or counselor who will forward it to the Department of Career and Vocational Education. Each applicant will be interviewed by the program teacher coordinator and must have the recommendation of his/her counselor. Final placement in the program occurs when the applicant has been interviewed and accepted by a community sponsor.

How are the program's sponsors chosen?

Entrepreneurs and organization leaders who serve as sponsors are selected for their ability to provide a stimulating and challenging internship experience for the student, their willingness to involve the intern in major issues and programs, a sensitivity for the concerns of youth, and a willingness to devote personal attention to the students.

Students selected for the internship program participate in an interview with prospective entrepreneurial sponsors and work with the program teacher coordinator to choose their area of business interest.

How do I find out more about the program?

Contact Miss Carol McVey in the Department of Career and Vocational Education, Montgomery County Public Schools, 850 Hungerford Drive, Rockville, Maryland, 20850, phone 279-3354.

ENTREPRENEURIAL INTERNSHIP PROGRAM

PLEASE PRINT - USE INK

Name _____ Date _____
(Last) (First) (Middle)

Address _____ Phone: _____
(Street) (Apt. No.) (City) (Zip)

Date of Birth _____ Age ____ Male _____ /Female _____

Full Name of Parent or Guardian _____
(Last) (First) (Middle)

High School _____

Grade level the Semester of the Program: Senior _____ Junior _____ Sophomore _____

If you are selected to be an intern, you must be able to provide your own transportation to your work site. Does this pose a problem? _____

_____

Have you done salaried work after school or during the summer? For Whom? What Did you do?

_____

_____

_____

_____

Evaluate your academic performance: (circle one) Excellent Good Fair Poor

_____

Do you have any after school obligations (for example, part-time job, family obligations, art / music lessons) during the internship? _____ If so, please list days and hours of the week when these occur.

_____

_____

_____

_____

_____

Participation in this program requires regular attendance during the week, attendance at a seminar every Friday, and handing in logs every week. If accpeted for the program, are you prepared to meet these obligations? _____

Counselor: _____

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Why are you interested in becoming an intern? _____

_____

_____

_____

_____

_____

_____

Evaluate your school attendance: (Circle One) Excellent Good Fair Poor

List any persistent health problems which may affect your attendance in the program _____

_____

_____

_____

_____

What type of business would you like to learn about? _____

_____

_____

_____

What is your present class schedule?

Period	Class	Teacher	Room
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____

Signature of Applicant _____ Date _____

PARENTAL PERMISSION

I give my permission to have my son/daughter to participate in the half-day Entrepreneurial Internship Program during the Fall Semester/Spring Semester, of the _____ academic year.

Parent/Guardian Signature _____ Date _____

ENTREPRENEURIAL INTERNSHIP PROGRAM

Objectives

Upon completion of the semester, students will be able to:

- develop a more accurate understanding of the nature of a small business operation
- analyze basic elements of organization structures
- identify some possible sources of venture capital
- identify characteristics of a successful entrepreneur
- have a general familiarity with government rules and regulations applicable to private business
- experience the decision-making process
- discern the importance of establishing priorities and strategies for a successful business operation
- detect constraints within which an entrepreneur must operate (including time, budgetary, and resource limitations)
- increase the ability to speak with confidence and maturity
- increase skills and abilities in defining present and future career goals
- increase sense of self-confidence necessary in the world of private business
- develop an individual business plan

ENTREPRENEURIAL INTERNSHIP PROGRAM

Montgomery County Public Schools

MEMORANDUM OF UNDERSTANDING

Among

The Intern
Sponsor
Parent/Guardian of Intern
Program Coordinator
Counselor
Principal

OBLIGATIONS OF PARTICIPANTS

A. Entrepreneurial Intern

The intern agrees to fulfill the following program obligations:

1. Duration: Participate in the program for a complete semester spending Mondays through Thursdays as a voluntary assistant to the sponsor for a minimum of 3 hours per day and attending a management seminar with other student interns on Fridays from 1:30 - 3:30 p.m.

2. Organizational Overview: Become knowledgeable about the sponsor's business including: long-range goals/immediate priorities and how decisions are made about them; major products/services; budget; and personnel policies. Participate in activities which provide a comprehensive view of organizing and operating a business and the roles, responsibilities and functions of the entrepreneur (sponsor). Assist with tasks such as developing marketing strategies and helping to manage bookkeeping and financial reporting. Seek insight into the qualities, skills, and knowledge necessary for an entrepreneur to perform effectively.

3. Assignments: Define with the sponsor, special assignments to be undertaken under the supervision of the sponsor which will meet the educational objectives of the program and not violate the Fair Labor Standards Act.

4. Meetings: Attend appropriate functions with the sponsor, seeking prior briefing on purpose and strategies, and role the intern should play in the activity.

5. Work Habits: Demonstrate good attendance, accuracy, orderliness, promptness, reliability, good grooming, and appropriate dress, and observe good work etiquette practices.

6. Initiative: Seek additional responsibilities in the business which will enhance the internship as a learning experience.

7. Sponsor Conferences: Meet regularly with the sponsor to review learning experiences, seek advice on problems, discuss any situations that may prevent the intern from fulfilling program goals, and clarify assignments.

8. Logs: Write a daily analytical log of internship activities focusing on personal reactions to program experiences and documenting what new knowledge and skills have been acquired. The log will be submitted to the coordinator on a weekly basis.

9. Seminars: Plan and conduct one weekly seminar for fellow interns which focuses on such topics as: locating the business, choosing the type of ownership, promoting the business, and protecting the business.

10. Counseling: Participate in small-group and individual counseling sessions with the coordinator and fellow interns to share placement problems and experiences; and discuss career guidance questions.

10. Summary: Prepare, at the end of the semester, a summary of the internship experience for sign off by the sponsor and attachment to the academic transcript. Prepare an individual business plan based on provided criteria.

B. Sponsor

The sponsor agrees to fulfill program obligations as follows:

1. Breadth: Provide an internship experience without pay which is broadly educational in scope, supportive of the stated educational objectives of the program, and directed toward providing the student with a comprehensive understanding of how a small business is established and functions.

2. Organizational Overview: Brief the student about the business, including long range goals, priorities, major products/services, overall organization, operation, and policies. Provide examples of decision-making and problem-solving processes.

3. Activities: Provide the student with opportunities to accompany the sponsor to various activities and undertake certain special assignments under direct supervision of the sponsor which will enhance the intern's learning experience and not violate the Fair Labor Standards Act.

4. Business Procedures: Advise the student on behavior appropriate for the work setting and in relating to staff, clients, and others. Provide information on hours, office procedures, and appropriate dress for staff in the organization.

5. Staff Briefing: Brief members at the beginning of the internship about purposes of the intern program and roles and functions of the intern in the business. Solicit their cooperation in providing support and supervision for the student.

6. Intern Conferences: Designate a regular weekly meeting time with the intern in order to review the student's progress, share observations, answer questions, assess overall performance, suggest areas of improvement, and provide general support and encouragement.

7. Coordinator Communication: Meet with the coordinator periodically, keep the coordinator apprised of any problems in the relationship, outline steps necessary for improvement, and follow up to assess progress.

8. Back-Up: Designate a staff member to provide supervision and assistance when the sponsor is unavailable.

9. Evaluation: Make time available at the end of the term to participate in the evaluation of the program's overall effectiveness.

10. Summary: Review and sign off on the intern's summary of the internship experience for attachment to the academic transcript.

11. Wage and Hours: Adhere to the regulations of the Fair Labor Standards Act. Sponsors should inform their insurance carrier of the addition of the student intern on their staff.

C. Parent or Guardian

The parent or guardian of the intern agrees to meet the following obligations:

1. Work Habits: Reinforce with the student the need for promptness, good attendance, and the development of good work habits and attitudes.

2. Support: Provide encouragement and reinforcement to the student in a new educational experience.

3. Communication: Maintain contact with the coordinator about any program-related problems.

4. Appearance: Encourage appropriate dress, grooming, and overall appearance.

D. Coordinator

The coordinator agrees to fulfill the following program responsibilities:

1. Objectives: Coordinate and monitor the internship experience on a day-to-day basis to assure that the program achieves the objectives.

2. Policies: Inform the inter, sponsor, parent or guardian, counselor, and principal, about the purposes and policies of the program at the beginning of the term.

3. Site Visits: Make regular site visits to the sponsor to: a) review the quality of the internship and the intern's development in the programs, b) suggest necessary changes in approach, and c) to follow up on recommendations.

4. Intern Conferences: Meet regularly with the intern to review knowledge and skills being acquired in the program and problems encountered. Help the intern develop new approaches to handling situations. Follow-up on progress in meeting program goals.

5. Problems: Communicate with the intern, sponsor, counselor, high school principal, and parent or guardian about any problems in the intern's performance that indicate the necessity for possible termination of the internship, suggest steps that must be taken for performance to reach a satisfactory level, and follow-up to ascertain what improvement has been made.

6. Seminars: Supervise and assist the intern in the planning, preparation, presentation, and evaluation of a seminar presentation.

7. Logs: Collect the intern's logs weekly, review and critique them, and return to the intern with comments.

8. College and Jobs: Offer assistance to the intern in seeking college admissions, scholarships and loans, and employment, in liaison with the high school guidance staff and career information assistant.

9. Attendance: Transmit regular attendance reports to the high school.

10. Principal: Report to the high school principal on request regarding the student's internship experience.

11. Supplements: Provide appropriate educational resources that would be helpful to the intern in strengthening the educational value of the internship.

12. Summary: Supervise the intern in the preparation of a summary of internship experience at the end of the semester and provide the high school principal with the summary, signed by the sponsor and coordinator, as formal notice that the intern has completed all program requirements.

E. High School Principal or Designee

The high school principal or designee agrees to meet the following obligations:

1. Faculty and Parent Communication: Brief faculty and staff on the program and assist the coordinator in arranging a parent briefing in which the principal will participate.

2. Release: Arrange for release of interns for one half day for the entire semester.

3. Intern Conferences: Make time available to meet with interns periodically.

4. School News: Inform students of school business that affects them during the semester, such as College Board applications, yearbook pictures, graduation dates and rehearsals, and other school activities.

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We, the undersigned, have reviewed the responsibilities of all participants in the Entrepreneurial Internship Program stated herein, and agree to fulfill our respective obligations to the extent of our abilities.

Intern	Date
Sponsor	Date
Coordinator	Date
Parent/Guardian of Intern	Date
Counselor	Date
High School Principal	Date

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